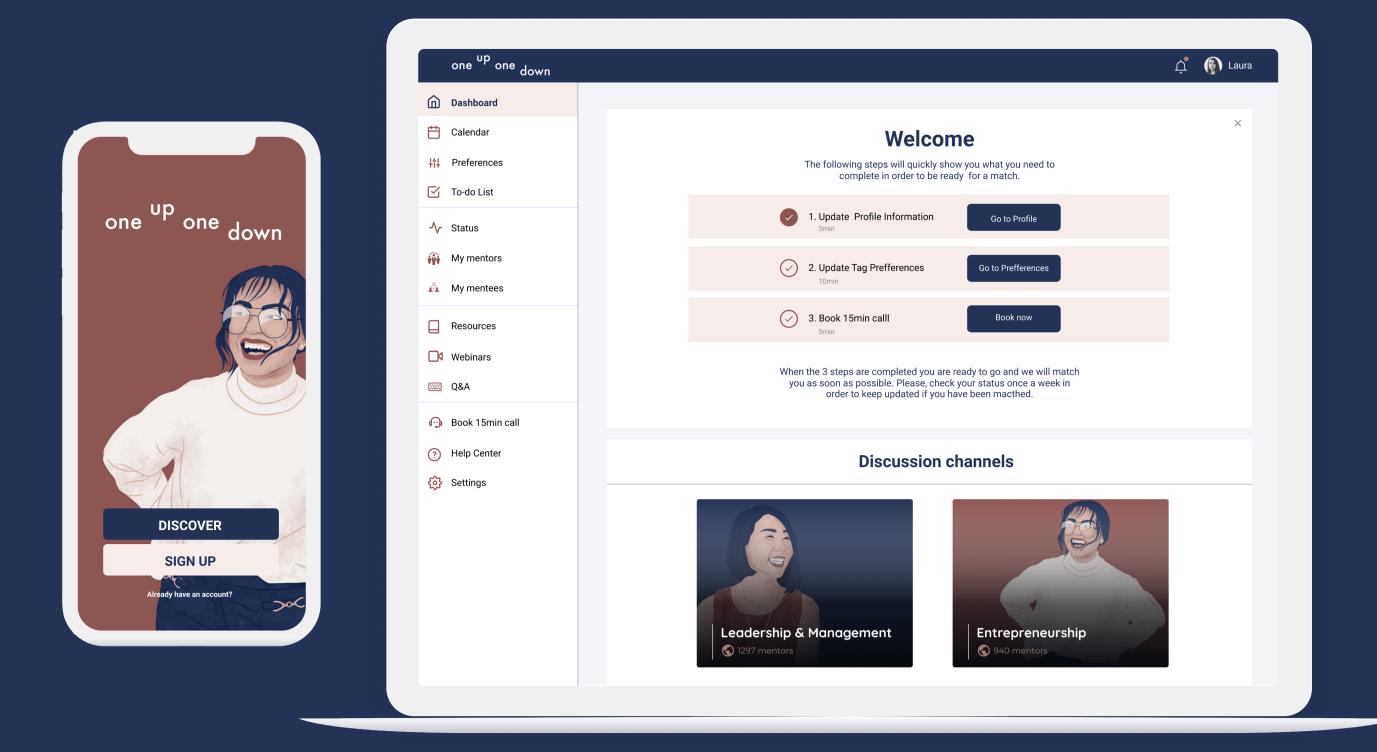


New Application guide

A guide for mentors and mentees showing the steps in order to get matched within the application.



STEP 1: Create your own password

If you have already signed up to OneUpOneDown, we have created an account for you with the information you provided when you first signed up. You will need to reset your password to access this account. You can do this by clicking the 'Reset Now' button on the login page. You will immediately be sent an email with a link to reset your password. If you do not receive this email, please check your spam folder then email. Email hello@oneuponedown.org if you still cannot find it.

	Don't have an account yet? SIGN UP	OneUpOneDown Rese	et Password 🔉 Inbox ×
		hello@oneuponedown.org to me ▼	Sun, 15 Nov, 09:48 🕺
one ^{up} one down			Hi there, fou requested to reset your password. Please click the button below to change your password.
LOGIN Email Address			Reset Password
Email Address Password Password		If	f you did not request for this, please let us know.
Login			Thanks, DneUpOneDown
G Login with Google			one ^{up} one down
Forgot a password? Reset Now			down

STEP 2: Update your profile information

The data that you provided when you first signed up to OneUpOneDown has been added to your profile. Please review this information to make sure it's up-to-date and fill in any gaps. Don't forget to add a profile picture!

one ^{up} one down			myemail@mail.com	one ^{up} one down		myemail@mail.com
n Dashboard				n Dashboard	Are you interested in being a:	
💾 Calendar		PERSONAL DATA		💾 Calendar	Mentor and Mentee Mentor Only Menter	e Only
## Preferences		First Name *	Last Name *	## Preferences		
🗹 To-do List				🗹 To-do List	What do you currently do for work?	
		Email *	Birthdate *		Position/Title	Company
♣ Status	LAURA JOHNES		-/-/ × 🗇	小 Status		
My Mentors	Mentor and Mentee	Country *	Phone Number *	🙀 My Mentors	Is it important that your mentor or mentee is in the same	country as you?
🔥 My Mentees		Select V	A state of the	🛕 My Mentees		
	myemail@mail.com	LinkedIn *	Twitter		🔵 Yes 💿 No	
Resources		13	y	Resources		
O Webinars	in f 灯 💿 🏶	Facebook	Instagram	🗅 Webinars	Can you please share a paragraph that describes your exp looking for from a mentor and/or how you can support a	periences (personally and professionally), what you are mentee?
💬 Q&A		0	0	💬 Q&A		
		Website				
😰 Book a 15min Call		\oplus		🐵 Book a 15min Call		
⑦ Feedback		Note: * Required fields		⑦ Feedback		A
Settings				Settings	Save Changes	
		PROFILE INFORMATION			le Save Changes	

STEP 3: Update Your Preferences

The tags preference that you select when you first signed up will be showing. Please update these so they are most relevant to you now. You can drag and drop the tags to prioritise them based on what is most important for your next mentor match.

myemail@mail.com

💾 Calendar	PLEASE UPDATE THE SECTIONS BELOW.	💾 Calendar	Choose 3 and drag/drop to prioritise from most important to least important.		
## Preferences	We use the responses you provide to these questions to match you with a mentor and/or mentee.	+++ Preferences	= 1 Productivity - building great habits and routines, achieving a healthy work/life balance, managing stress and managing time and tasks effectively		
🗹 To-do List	Please select the type of work that you already have experience in: Choose 3 and drag/drop to prioritise from most important to least important.	🕑 To-do List	🗧 2 Confidence - overcoming fears and taking action, managing imposter syndrome and appreciating your unique skills and abilities	×	
 ✓ Status My Mentors 	≡ 1 Select \	✓ Status My Mentors	≡ 3 [Select	~	
🗛 My Mentees		🔥 My Mentees	図 Save Changes		
Resources Kebinars Q&A	≣ 3 Select \	Resources Webinars Q&A	Please select the type of work that you would like to grow your capabilities in by being mentored: Choose 3 and drag/drop to prioritise from most important to least important.		
🥱 Book a 15min Call	Save Changes	🥱 Book a 15min Call	Entrepreneurship - starting my own business x	×	
⑦ Feedback⑧ Settings	Please select the professional areas that you already have experience in: Choose 3 and drag/drop to prioritise from most important to least important.	⑦ Feedback⑧ Settings	■ 2 Select	~	

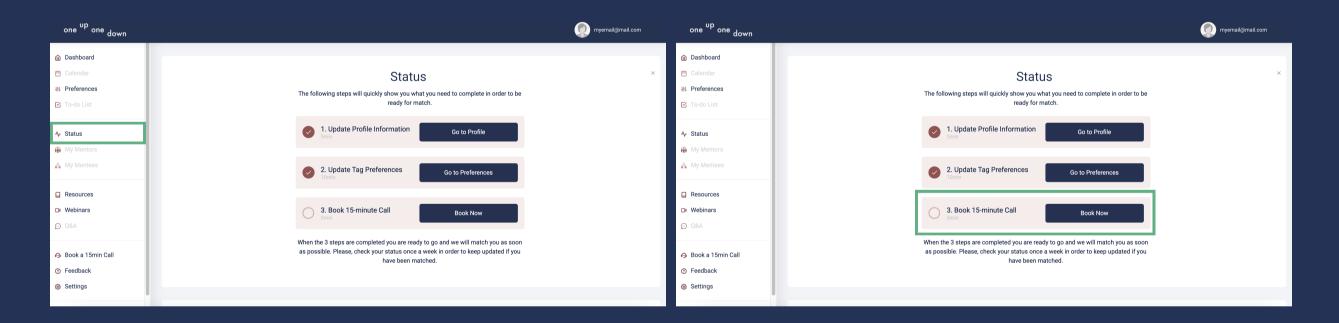
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Please select the personal development skills that you have compet

myemail@mail.com

STEP 4: Check your status

The first two steps should now be complete. If you have already completed a 15min call, don't worry about this step as we will confirm it for you. If you have not booked in a call click the 'book now' button and select a time that works for you.



What comes next?

We'll let you know when we have a match for you via email.

Upcoming Features:

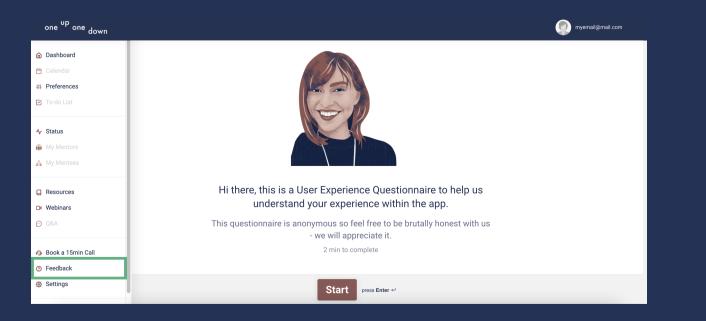
We have a more features that we are working on implementing, including:

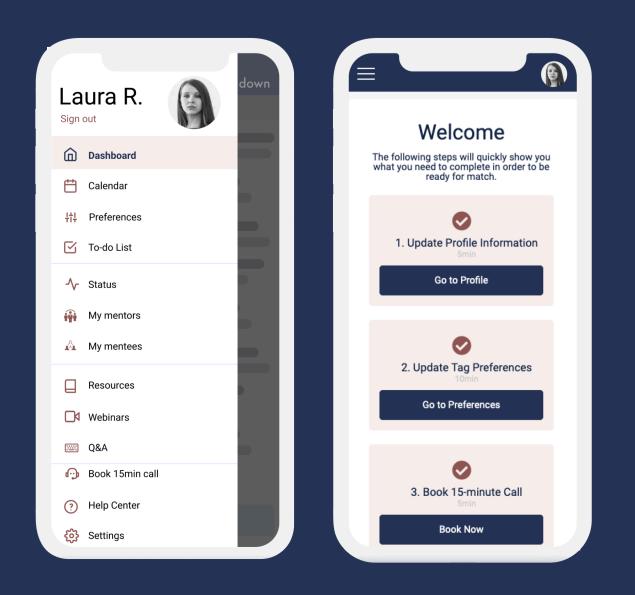
- Showing your current and past mentors and mentees
- Timeline, Calendar and To-do list to help you keep track of your progress
- In-app mentor and mentee introduction and approval

Feedback:

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Please let us know what you think! What works well, what doesn't work well as what features would you love to see? Give us your feedback by going to the feedback section in the app on the left hand side menu and filling out the form.





Stay in touch everywhere

You can add OneUpOneDown to your Home screen on your phone and have an easy access to your dashboard. – iPhone: Launch Safari browser and open the link: www.app.oneuponedown.org. Tap the Share button and then tap "Add to HomeScreen".

- Android: Launch Chrome browser and open the link: *www.app.oneuponedown.org.* Tap the Menu button and then tap "Add to HomeScreen".

www.app.oneuponedown.org

If you have any problems logging in or updating your data, please let us know at hello@oneuponedown.org